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9 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (2-8 March 1983)

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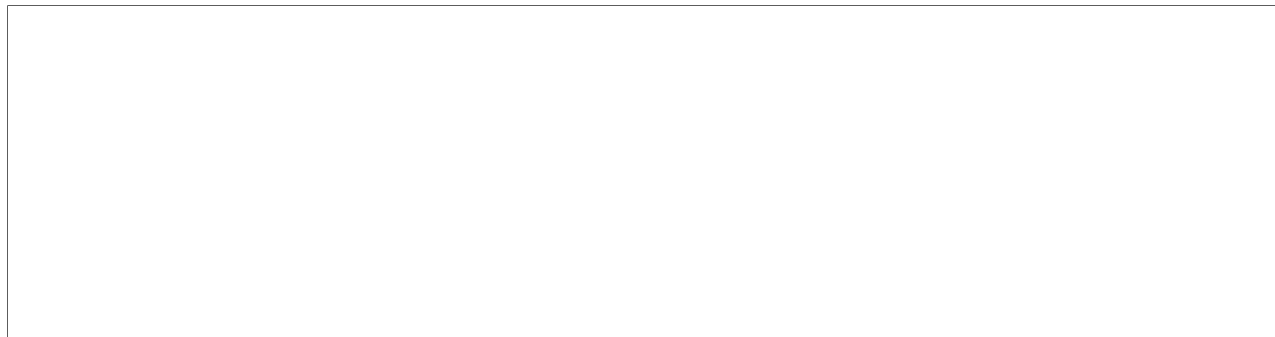
Office of the Director

The installation of the Wang Alliance WPS has been completed and the system is being exercised to assure that information in the memory has been entered properly, that the processing units, terminals, and printers are operating properly, and that user personnel understand the procedures to be followed.

This Weekly Report is an example of a product produced on the system.

Classification Review Division

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DOD has been forwarding, on a periodic basis, notes from the review of DOD documents used to write the memoirs of former Secretary of Defense Thomas Gates. Only a few objections to their release have been made, but CRD has reminded DOD that this action does not constitute approval to release the completed manuscript. DOD assures us that we will have the opportunity for a final review before it is published.

CRD reviewed 305 documents (1,080 pages) for NARS, four documents (10 pages) submitted by DOD, one OSS document (539 pages), one PRB manuscript (24 pages), three DOD manuscripts (12 pages), and five miscellaneous documents (185 pages).

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RMD representatives attended a briefing on the Office of Central Reference BIOSSTAR system to learn of the progress in development and the capability of the system. It is designed to be an active file containing 14 million items of biographical data on 2.5 million personalities worldwide. It will use optical recording and is scheduled for completion in 1984.

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Optical disk recording was the subject of another meeting hosted by the Office of Research and Development, with the Director of Storage Technology Programs for the Burroughs Corporation providing the briefing. Burroughs has a pilot optical disk production facility operating now and hopes to install 20-30 optical systems this year. Burroughs admits that the RCA system currently provides a much higher data compaction rate, but Burroughs anticipates considerable improvement in its capability in the future.

RMD personnel assisted DDA Registry in making its first on-line entry of ARCINS data into the system. This capability is expected to result in considerable time-saving in registry operations. The Records Center, itself, keyed approximately 1,800 entries into the ARCINS system this week.

Five RMD members met with the Directorate RMOs to discuss the structure and wording of records control schedules and plans to ensure completion of the draft schedules by 31 March 1983.

Approximately 120 cubic feet of material were destroyed in the hammermill this week.

The Agency representative on the ISOO Task Force to Standardize Security Forms submitted his response on the first group of forms being considered. The only Agency form in this group that appears likely to be standardized is the Security Check Sheet, Form 108.

Regulations Control Division

RCD completed 50 major actions on regulatory issuances, including the processing and preparation of seven new and revised issuances and the publication of 11 issuances.

Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

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